

# You will learn:

## Day 1, 2, 3

### [Module 1: Understanding P6 Data](#)

- Describing Enterprise and Project-Specific data
- Logging In
- Opening an Existing Project
- Opening and Customizing Layouts

### [Module 2: Enterprise Project Structure](#)

- Describing Components of EPS

### [Module 3: Creating a Project](#)

- Create a project
- Navigating in the Projects Window
- Viewing Project Details

### [Module 4: Creating a Work Breakdown Structure](#)

- Defining a Work Breakdown Structure
- Creating the WBS Hierarchy

### [Module 5: Adding Activities](#)

- Describing an Activity and its Components
- Describing Activity Types
- Adding Activities
- Adding a Notebook Topic
- Adding Steps to an Activity
- Assigning Activity Codes

### [Module 6: Creating Relationships](#)

- Viewing a Network Logic Diagram
- Relationship Types
- Creating Relationships

### [Module 7: Scheduling](#)

- Performing a Forward and Backward Pass
- Describing Float

## [Module 8: Assigning Constraints](#)

- Applying an Overall Deadline to a Project
- Apply a Constraint to an Activity

## [Module 9: Using Reflection Projects](#)

- Creating a Reflection Project
- Merging Changes

## [Module 10: Formatting Schedule Data](#)

- Filtering
- Grouping Activities
- Sorting

## [Module 11: Roles and Resources](#)

- Describing Roles and Resources
- Viewing Dictionaries

## [Module 12: Assigning Roles](#)

- Assigning Roles to an Activity
- Assign Rates on Roles

## [Module 13: Assigning Resources](#)

- Assigning Resources
- Adjusting Budgeted Units/Time

## [Module 14: Analyzing Resources](#)

- Displaying the Resource Usage Profile

## [Module 15: Optimizing the Project Plan](#)

- Analyzing Schedule Dates
- Shortening a Project Schedule
- Analyzing Resource Availability

## [Module 16: Baselining the Project Plan](#)

- Creating a Baseline Plan
- Display Baseline Bars on the Gantt Chart

## [Module 17: Project Execution and Control](#)

- Describing Methods for Updating the Schedule
- Using Progress Spotlight

- Statusing Activities
- Rescheduling the Project

#### [Module 18: Reporting Performance](#)

- Describing Reporting Methods
- Running a Schedule Report
- Creating a report with the Report Wizard

## Day 4, 5

#### [Module 19: Using Earned Value Analysis](#)

- Calculating Planned Value Cost
- Calculating Actual Cost
- Calculating Earned Value Cost
- Measuring Performance Percent Complete

#### [Module 20: Managing Multiple Projects](#)

- Opening Multiple Projects
- Setting the Default Project

#### [Module 21: Analyzing Resources and Roles](#)

- Using the Resource Usage Profile
- Using the Resource Usage Spreadsheet

#### [Module 22: Manually Allocating Resources](#)

- Viewing the Assignments Window
- Viewing and Editing Allocation

#### [Module 23: Using Bucket Planning](#)

- Editing Future Buckets
- Using Curves

#### [Module 24: Leveling Resources](#)

- Setting Leveling Options
- Leveling Based on Priority

#### [Module 25: Advanced Scheduling](#)

- Multiple Float Paths
- Calendar Effect on Lag
- Scheduling Out-of-Sequence Activities

#### [Module 26: Using Global Change](#)

- Creating a User Defined Field
- Running a Global Change